Worthing High School

Job Title: Progress Leader (Head of Year)

L2-6

**Job Description** (to be read in conjunction with the National Teacher Standards)

**Job Title:** Progress Leader (Head of Year)

**Reporting to:** SLT Line Manager

**Liaising with:** Headteacher, Senior Leadership Team, Extended Leadership Team, Learning Support Team, Subject Leadership Team, Teaching/Support staff, Governing Body, Trustees, external agencies and parents

**Responsible for:** A year group on a rotational basis

**Grade:** L2-6

**Teaching allocation:** 38 out of 50 periods

**Job Purpose:**

The core role of the Progress Leader is to build a caring, student focused, high performing year team. You will be responsible for academic progress, behaviour and attendance of your year group. This is not done in isolation but in conjunction with our inclusion team and pastoral admin support.

1. **Main Duties and Responsibilities**

* Develop and maintain processes and procedures for the year team that are in line with school policies, support learning and promote effective internal and external school communications
* Provide outstanding effective and professional leadership and management of the year group.
* To create a cohesive year group that has high standards, expectations and aspirations
* Be accountable for the overall progress, welfare and personal development of the year group.
* Demonstrate the highest standards of behaviour management, inclusive practice within the school.
* Be aware of and comply with policies and procedures relating to Child Protection/Safeguarding and all aspects of safeguarding children.
* Lead and develop a team of Form Tutors and to improve their work to enhance the personal development of the individual students (Year 11 Progress Leader only)
* Actively support the ethos, vision and values of the school through year group assemblies.
* Drive and maintain a culture that promotes excellence, equality and high expectations for all staff and students.
* Evaluate performance and identify the priorities that will lead to continuous improvement and the raising of aspirations within the year group.
* Represent the pastoral team at internal and external meetings.
* Provide inspirational and focus assemblies to uphold the culture of high expectations at Worthing High School.
* Develop and provide appropriate professional development for members of the year team (Year 11 Progress Leader only).
* Promote and secure outstanding attendance across your year group.
* Carry out intervention with Disadvantaged Pupils to ensure they make expected progress.
* Lead on any safeguarding issues raised by members of the year group.
* Each Progress Leader will have specific responsibilities in addition to the general responsibilities noted here, to include:

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| Year group | Specific responsibilities |
| 7 | Coordinate all transition activities (to include primary school visits)  Lead on Year 6 induction day  Lead on Blacklands Farm  Lead on all Year 7 transition activities  Coordinate and run Year 7 ‘Meet the tutor’ evening |
| 8 | Coordinate and run Year 8 ‘Meet the tutor’ evening  Lead on Year 8 Most Able events  Lead on Year 8 mentoring |
| 9 | Lead on Year 9 options process (to include leading all options assemblies)  Lead on Year 9 ‘Options Evening’  Lead on Year 9 transition to KS4 activities |
| 10 | Lead on Year 10 work experience (to include liaison with careers)  Lead on Year 10 Core Subject Evenings  Lead on Year 10 ‘Walking, Talking Exams’  Lead on Year 10 mentoring |
| 11 | Lead on Year 11 Prom  Lead on Year 11 Mocks  Lead on Period 6 revision schedules  Lead on Year 11 mentoring  Lead on Year 11 transition to KS5  Provide all references for Year 11 students for KS5  Lead a specialist team of Year 11 tutors |

* Please note that the Year 7 Progress Leader position is fixed. The Years 8-11 Progress Leader roles are on a rotation with the expectation that the Progress Leader will stay with their year group from Year 8-11.
* Changes to the set-up are at the discretion of the Headteacher

**2. Principle accountability within the year group for:**

* Analysis of cohort/vulnerable group success and progression rates.
* Evaluation of student data and liaison with class teachers with regard to student progress and in particular under achievement.
* Analyse data to evidence appropriate actions in order to ensure outstanding behaviour and attendance.
* Use regular data inputs to ensure outstanding individual student progress and achievement and liaise with curriculum leaders as appropriate.
* Implementation and co-ordination of student support programmes.
* Develop of Form Tutors into a high performing, coherent team (Year 11 Progress Leader only)
* Implement our whole school rewards programme through celebration assemblies.
* Provide or direct students to areas where they can get great care, information advice and guidance.

**3. General duties & responsibilities of a member of the Pastoral Leadership Team:**

All members of the Pastoral team must demonstrate the ability to lead, manage and organise the work of their year group

All members of Pastoral team share a responsibility to help formulate and promote a clear vision for learning; to give unequivocal support to school policies and procedures that allow that vision to be realised; and to promote and maintain the School’s positive ethos and reputation

Be responsible for the management of staff and resources within the year group. Share general aspects of whole school management and leadership (e.g. staff appointment, performance management, staff development, organising events). Promote and safeguard the safety and welfare of young people

It is expected that all members of the Pastoral Team will:

* Act as a model of good practice
* Carry out duties of a school teacher as set out in the current School Teachers’ Pay and Conditions document
* Carry out the normal responsibilities of a class teacher as detailed in the school’s teacher job description
* Attend and contribute to Pastoral Leadership Team meetings
* Attend meetings of the Governing Body and its committees as required
* Organise and support year group trips and enrichment events to reward students
* Contribute to the supervision of lunchtime activities for students in the year group
* Lead and manage planning improvement to translate the school aims and policies into action, enabling the school to reach its goals and targets as specified in the School Development Plan
* Contribute to developing and maintaining school policies and the school process of self-evaluation

**4. Specific areas of responsibility:**

*Leadership and Management:*

* Produce Pastoral Development Plans for the development of the year group and develop policies and practices which take into account the School Improvement Plan, self-evaluation, national and local developments
* Implement, monitor and evaluate the Pastoral Development Plans
* Ensure the year group is prepared for any inspection or audit
* Maintain constant awareness of developments in the year group and bring these to the attention of the Line Manager
* Monitor, evaluate and review all systems and procedures put in place to ensure they are effective in improving the quality of support provided, meet the needs and aspirations of all students and raise standards of progress and achievement, use the outcomes to plan actions for improvement
* Support and monitor Form Tutors to ensure all students are supported (Year 11 Progress Leader only)
* Hold regular briefings and meetings recording priorities for each year group
* Undertake a Learning Walk each week to monitor form activities and student behaviour within the year group
* Communicate effectively with parents and students as appropriate
* Ensure that all those involved in the year group are committed to the schools aims and are accountable in meeting long, medium and short-term objectives to secure the educational success of the school
* Ensure that students and their parents are provided with information and guidance about courses offered by the school Post 16
* Ensure there are appropriate arrangements for form groups when staff are absent, to provide appropriate cover within the year group liaising with relevant staff (Year 11 Progress Leader only)
* To liaise with external agencies to support all students.
* To contribute to school liaison and marketing activities, e.g. the production and collection of material for the website, press releases, the school prospectus, conferences and the effective promotion of year group at Prospective Parents Evenings, Options Evenings and other events
* Ensure that all form rooms are suitable for effective support and are well maintained, respected, organised and that displays are engaging and stimulating (Year 11 Progress Leader only)

*Student Outcomes:*

* Support all students to meet or exceed their target grades
* Effectively analyse, interpret and evaluate data to track students’ progress and carry out appropriate interventions to address underperformance
* Set targets for students and use as the basis for on-going dialogue about their learning
* Support and guide Form Tutors to make good use of data to support students (Year 11 Progress Leader only)
* Make a significant contribution to the planning of specific provision for identified groups and individual students
* Ensure the progress of Disadvantaged Pupils
* Create and display data on the year group
* Promote and monitor the provision of extra-curricular activities, holiday revision/ booster classes, intervention classes and super learning where necessary
* To produce reports on year group performance – attendance, behaviour and progress.
* Reward students for getting the basics correct, good attendance, behaviour and making excellent progress.

*Teaching and Learning:*

* Monitor and evaluate form times and modify them in the light of new approaches, current issues or altered school or national policies (Year 11 Progress Leader only)
* Ensure students are aware of their targets and the steps required to progress
* Monitoring frequency, quality and accountability of homework
* Raise the profile of achievement and systematically celebrate success
* Lead year assemblies on whole school priorities
* Ensure the smooth transition between Key Stages in order to build on skills, attitudes, knowledge and concepts developed in Key Stage 3 and progressing through to Post 16
* Promote and secure a culture of independent learning
* Ensure that provision is made to meet needs of all students including those who are Most Able and all vulnerable groups
* Promote and embed current school literacy and numeracy policies and initiatives within the year group
* Establish common standards of behaviour for learning practice across and within the Year group

*Personal development, behaviour and welfare:*

* Promote and secure exemplary standards of student conduct, discipline and dress code
* Review and action the daily SIMS behaviour log and ensure consistent application of the clear route through behaviour policy
* Ensure behaviour for learning strategies are fully understood by parents and other external partners
* Co-ordinate and monitor the schools report system
* Follow up attendance matters, including for agreed target students and contact or meet with parents/carers as required
* Lead year groups IEPs, CAFs and PSPs liaising with staff and external agencies to ensure inclusion of all students alongside the inclusion team at Worthing High School.
* Recommend and provide evidence prior to exclusion decisions.
* Lead on enrichment activities for the year group (e.g. Blacklands Farm event for Year 7)
* Ensure liaison with the Curriculum Leaders, SEN and learning support staff over individual student needs.
* Carry out and implement Risk Assessments where necessary

*Communication Procedures*

* Be the first point of contact for parents/carers, along with tutors, being responsible for and dealing with behavioural issues when appropriate and referring to other staff for action
* Ensure contact is made to parents/carers whenever incidents are dealt with either in person or when delegated within 48 hours
* Produce appropriate records of incidents dealt with – e.g. bullying, racial incident
* Arrange for work to be set and collected for exclusion and other student absence
* Seek reports on student behaviour issues from staff
* Liaise with pastoral admin team to ensure systems letters e.g. uniform, equipment are sent and logged

*Whole School Responsibility*

* It is expected that each Progress Leader will have a whole school responsibility as determined by the Headteacher. This will be reviewed each year with the Headteacher.

**5. Review of Job Description**

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, wellbeing and care of students. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Headteacher from time to time*